

## Example of Pre-payment Waiver Request Letter

### State Agency Letterhead

#### Date

Office of Fiscal Management, Director  
Department of Finance and Administration  
701 Woolfolk Building, Suite B  
P. O. Box 1060  
Jackson, MS 39215

Dear :

In accordance with Section 7-7-27, Mississippi Code Ann. (1972), the Agency Name requests a waiver of certification that goods or services have been received or performed related to a request for payment in the amount of Dollar Amount, payable to Vendor Name. The payment has been requested by Due Date.

#### State the specific reason(s) for your exemption request.

Upon receipt of a letter granting an exemption, a payment voucher(s) will be generated and forwarded to DFA along with an invoice for goods or services. A copy of DFA's exemption letter must be attached to the payment voucher(s).

If you have any questions or need any documentation, please contact Name & Phone #.

Sincerely,

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